(3) No leave will be granted in excess of two months in the aggregate, if it involves extra cost except on grounds of ill health supported by a Medical Certificate or for other urgent and unavoidable cause.

(4) Transfers should be minimised as far as possible.

(5) The touring work of officers should be carefully regulated with a view to limit the travelling allowance charges to the minimum.

(6) Deputation of officers for purposes of study or training should not be allowed.

(7) All possible economies under printing should be made. The Superintendent, Government Printing, is requested not to undertake any printing work which is either unnecessary or can afford to wait. In cases of doubt, he should refer the matter for the orders of Government.

(8) Rigorous economy should be enforced in the consumption of stationery articles. The reduction of 50 per cent in the supply of Stationery Articles and Forms and Registers ordered in Government Order No. G. 67-120—P. & S. 12-31-28, dated 4th July 1932 (*vide* Appendix I) will continue to be in force during 1933-34. The instructions issued in Government Orders No. M. 5501-60—P. & S. 74-21-2, dated 1st June 1922 and No. E. 1737-95—P. & S 74-21-9, dated 7th September 1922 (*vide* Appendices II and III) should be strictly followed.

(9) Every item of contingent outlay or other optional expenditure should be scrutinised by disbursing officers with a view to eliminate all unnecessary items and put off the deferrable ones.

S. SHAMANNA,
Secretary to Government,
Financial Department.

APPENDIX I.

Reduction of 50 per cent in the supply of Stationery Articles and Forms and Registers.

READ—

Clause 13 of G. O. No. Fl. 1795-1850—G. F. 54-31-1, dated 14th September 1931, directing that the supply of stationery articles to be made to each office during the current year be reduced to half the usual quantity.

Government Order No. G. 2928-88—P. & S. 12-31-8, dated 8th October 1931, directing the reduction in the current year of 50 per cent in the supply of forms and registers to the several offices in the State.

Letter No. S. 4161, dated 11th June 1932, from the Superintendent of Stationery, recommending the continuance of the arrangements sanctioned in the Government Orders read above, restricting the supply of stationery articles and of forms and registers to 50 per cent of the usual supply during the official year 1932-33 in view of the reduced provision under "Cost of Printing Paper and Stationery."

ORDER NO. G. 67-120—P. & S. 12-31-28, DATED BANGALORE, THE 4TH JULY 1932.

The proposal of the Superintendent is sanctioned.

R. RANGA RAO,
Secretary to Government,
General Department.

S. O.

APPENDIX II.

G. O. No. M. 5501-60—P. & S. 74-21-1, dated 1st June 1922.

Economising the use of Stationery and reducing Printing Work.

Issues instructions in regard to —— and calls for a report in the matter from Heads of Departments.

READ—

Government Order No. G. 21945-22005—P. & S. 7-20-3, dated the 20th May 1921, issuing instructions regarding the revised scales of stationery articles, etc., to be issued

to the different offices of the State and the economies to be effected in the issue of paper and stationery articles.

ORDER No. M. 5501-60—P. & S. 74-21-1, DATED THE 1ST JUNE 1922.

Government observe that in spite of repeated instructions for economising the use of paper and staitonery articles, etc., the expenditure thereon has not tended to diminish. Special efforts have, therefore, to be made in this behalf by Heads of Departments, Deputy Commissioners of Districts and other indenting officers, and the consumption of paper and stationery articles reduced to about 50 per cent of the average for the past two years.

2. The following instructions are issued in continuation of previous orders in the matter of economising the use of paper and stationery articles :—

(i) The use of both sides of paper should be strictly insisted upon in all possible cases and stringent measures adopted to stop wasteful use ;

(ii) Every available stock of paper and forms in the different offices of the State should be carefully conserved and profitably utilised ;

(iii) Obsolete or useless forms should, as far as possible, be used for reprinting of useful forms and for other purposes ;

(iv) Covers received should be cut open and used again, as far as possible, by pasting the cut end with slips ;

(v) Heads of Departments are requested to carefully examine the works sent from their departments to the press and see that printing work is reduced to a minimum both as to quantity and cost, and submit before the 31st July 1922, for the information of Government, a revised standing list of works from their departments that have got to be printed. The Superintendent, Government Printing, will furnish to the Heads of Departments and the Deputy Commissioners of Districts, before 30th June 1922, a list of printing works (showing the number of foolscap pages, cost of paper and cost of printing in each case) usually done for their departments, to enable them to submit the lists called for above, before the due date;

(vi) The Superintendent, Government Printing and Stationery should, on his part, use, wherever possible, thin paper instead of thick, and brown or other paper instead of white to keep down cost.

A statement showing the cost of stationery issued to the various indenting officers during 1921-22 should be submitted for the information of Government before the 15th July 1922.

3. Heads of Departments and Deputy Commissioners of Districts are requested to co-operate in this behalf and issue such subsidiary orders to their subordinate offices as may be necessary to achieve the end in view. A report of the action taken in this connection may be sent for the information of Government before 1st July 1922.

C. E. RAMA RAO,
For *General Secretary to Government.*

To—The Heads of Departments.
The Deputy Commissioners of Districts.
The Secretaries to Government.

APPENDIX III.

G. O. No. E. 1737-95—P. & S. 74-21-9, dated 7th September 1922.

Envelops.

Issuing detailed instructions in regard to economising the use of —.

OFFICIAL MEMORANDUM.

ORDER No. E. 1737-95—P. & S. 74-21-9, DATED 7TH SEPTEMBER 1922.

In continuation of Government Order No. M. 5501-60—P. & S. 74-21-1, dated the 1st June 1921 and Official Memorandum No. M. 5595-639—P. & S. 74-21-2, dated 6th

June 1922, the following revised instructions in respect of the use of envelopes are issued:—

(1) Envelopes should be fastened by pasting a slip over the flap, without the flap itself being gummed, and the address and other details written or printed on this slip. The addressee will, in opening the envelopes, merely cut across the slip *without injuring the flap*, so that the envelope can be used again by pasting on it another similar slip.

(2) In the case of envelopes transmitted by post, the flap should contain instructions to the post office to impress its stamp on the slip only, even in the cases of envelopes on which the names of addressees have already been printed. Envelopes should be collected and returned to the office of issue as already directed in the Office Memorandum referred to above.

(3) In the case of long envelopes, slips with perforated cages may be pasted over the flaps, only one cage, namely, the outermost one on which the address is written, being gummed and utilised each time the cover is sent out.

(4) Wherever praticable, combined letter-envelopes should be brought into use and the use of separate envelopes dispensed with.

(5) The Superintendent, Government Printing and Stationery, will print slips to suit the several sizes of envelopes and supply them to the several officers together with the combined letter-envelopes.

(6) The supply of envelopes to Departments will be reduced by 50 per cent as the general observance of the above instructions is expected to result in a considerable saving in envelopes.

B. VENKOBA RAO,
Secretary to Government,
General Department.

To—The Secretaries to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

Revival of the Scheme of accepting Savings Bank Fixed Deposits.

READ—

Government Order No. Fl. 5520-80—G. F. 85-27-5, dated the 11th January 1928, directing that interest at five per cent per annum be allowed on amounts deposited in the Government Savings Banks with declarations by depositors that they will not be withdrawn for a period of five years from date of deposit.

2. Government Order No. Fl. 3990-4050—G. F. 123-32-2, dated 20th January 1933, directing that the rate of interest on five-year deposits in the Government Savings Banks accepted thereafter, be reduced from five per cent per annum to four and a half per cent per annum.

3. Government Order No. Fl. 5887-946—G. F. 156-32-6, dated 5th May 1933, directing that the scheme of accepting fixed deposits in the Government Savings Banks for five years at four and a half per cent interest per annum, be suspended until further orders.

ORDER NO. FL. 6889-948—G. F. 156-32-8, DATED BANGALORE, THE 28TH JUNE 1933.

Government direct that the scheme of accepting fixed deposits in the Government Savings Banks for five years, be revived with the modification that the rate of interest on these deposits which are accepted in future, will be reduced from four and a half per cent per annum to four per cent per annum.

S. SHAMANNA,
Secretary to Government,
Financial Department.